



Permit Processing Timelines

DR029

What are the Timeline Requirements for Permit Processing?

State law establishes permit processing requirements for certain types of permits. In Redmond, there are permit processing timeline requirements for all Type II, III, IV and V Permits with minimal exceptions.

For most permits, the City is required to issue a decision within 120 days from the date the application is deemed complete. Short Plats must be processed in 30 days and Preliminary Plats must be processed in 90 days.

How are the Timelines Calculated? State law is very specific with respect to how the number of days is calculated, and the Redmond Zoning Code reflects these requirements. It is important to note that the timeframes noted above are not consecutive days. In simple terms, the

timeframe acts like a chess clock. The required number of days are the total number of days the *City* takes to issue a decision. The amount of time it takes for applicants to respond to any requests for additional information are *not* counted as City review days.

The first day begins on the first working day after the application is deemed complete (typically the first day after you submit your materials). If additional information is needed by the City, a letter will be sent identifying information that is needed to issue a decision. The City "clock" stops until the required information is submitted to the City.

After the information is submitted, the "clock" does not start again for 14 calendar days. This cycle continues until such time a decision is issued. This includes the time from an applicant's most recent resubmittal, to the time the decision is issued by either the Technical Committee, Hearing Examiner or City Council, depending upon the permit type.



NOTE

If an Environmental Impact Statement (EIS) is required, the time "clock" stops until such time as the EIS is prepared.

Additionally, if a project is appealed, the timeframe to consider the appeal and render a final decision is not included in the number of City review days.

EXAMPLE PROJECT:

Complete Application Submitted (Day 0)	City Review Days
City sends letter requesting additional info (Day 12)	12
Applicant resubmits plans (Day 33)	0
City sends 2nd letter requesting Additional info (Day 53)*note 14 day cred	it) 6
Applicant resubmits plans (Day72)	0
Plans approved by Hearing Examiner (Day 122) *note 14 day credit) Total Elapsed Days = 122 Total City Revi	36 iew days 54

CONSOLIDATED PERMITS

Note that if your project requires one or more land use permits, you may choose to consolidate permit review. Under this option, all land use approvals needed are reviewed under the highest numbered procedure of all approvals required. In this case, the processing timeline requirement will be that of the land use approval requiring the highest process type.

Questions: 425-556-2494 or planneroncall@redmond.gov.

You can also visit us in person in the Development Services Center on the 2nd floor of City Hall between 8:00 am. to 5:00 p.m. Monday through Friday.

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